

The Municipality of Penn Hills Water Pollution Control Department is seeking a full-time Administrative Assistant. Working hours are Monday – Friday 7:00am to 3:30pm. The hourly salary is \$24.7458 with an excellent benefits package. All employees must live within twenty-five (25) air miles of the Municipality of Penn Hills. In the event an employee who lives outside of the Municipality is hired, the employee must, within one (1) year, move into the Municipality. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment. Those seeking this position should be proficient with Microsoft Office - Word, Excel, and Outlook 365.

Applications are available at <https://pennhillspa.gov/employment/>

To apply for this position, please mail applications and resume to:

Municipality of Penn Hills  
Attn: Administrative Office  
102 Duff Road  
Pittsburgh, PA 15235

OR emailed to: [hr@pennhillspa.gov](mailto:hr@pennhillspa.gov)

Applications will be accepted until 4:00 p.m. on Tuesday June 30<sup>th</sup>, 2026.

NO PHONE CALLS PLEASE.

IF SELECTED FOR AN INTERVIEW, WE WILL CONTACT YOU TO SCHEDULE.

**Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.**